

FINAL PLAT APPLICATION

Return to:

Department of Community Development
City of Shoreview
4600 Victoria Street North
Shoreview, MN 55126
(651) 490-4682

Plat Name: _____

Site Identification:

Address: _____

Property Identification: _____

Legal Description: _____

Applicant:

Name: _____

Address: _____
City State Zip Code

Telephone Number: _____ (daytime) _____ (home)

Fax Number: _____ E-Mail: _____

Property Owner (if different from applicant):

Name: _____

Address: _____
City State Zip Code

Signatures:

Applicant: _____ Date: _____

Property Owner: _____ Date: _____

Date Received by City: _____ By Whom: _____

FILING REQUIREMENTS

THE FOLLOWING ITEMS MUST BE SUBMITTED:

1. Completed application form.
2. Filing fee of \$400.00, plus \$20.00 per lot - make checks payable to the City of Shoreview. **The filing fee is non-refundable.**
3. Three 4-mil transparent mylar copies (hard-shells) of the plat. One copy shall be labeled "city copy".
4. Two mylar reductions of the plat at scales of 1 inch = 200 feet, 1 inch = 600 feet.
5. **One** folded and collated copy of the plan sheets, on 11"x17" half-scale print. **One** 8½"x11" reproducible print for each required sketch, drawing, or plan. **Four** 20"x30" copies of each plan sheet for staff review.
6. List of preliminary plat conditions and demonstration that each has been satisfied.
7. An Appraisal is required to determine the Public Use Dedication Fee. A copy of the appraisal shall be submitted to the City as part of this application.

REVIEW PROCEDURE

1. Upon receipt of a completed application, including the appraisal, the City Planner will prepare the Development and Erosion control agreements. The developer will be notified of the amount of all required sureties.
2. Upon receipt of the appraisal, City staff will calculate the amount of the Public Recreation Use Dedication Fee.
3. Once each of the required agreements has been signed and returned together with all required sureties, the City Planner will schedule the final plat for City Council review and prepare a written report.

NOTES

1. An application cannot be accepted until each of the filing requirements listed has been satisfied.
2. All pertinent conditions of Preliminary Plat approval must be satisfied before the request will be scheduled for City Council consideration.
3. All plats must be approved by the watershed district in which it is located before construction can begin. Applications are available from the City Engineer.
4. The plat must meet all of the requirements of the Ramsey County Plat manual.
5. The purpose of requiring the items referenced in the filing requirements is to permit the City to evaluate your proposal relative to City ordinances and policies. Refusal to provide the

requested information may jeopardize your request. Information submitted with this application will be made available to anyone who may request it.

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